

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
OFFICE OF THE ADJUTANT GENERAL
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES OFFICE
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 07-199

OPENING DATE: 15 June 2007

CLOSING DATE: 16 July 2007

ANTICIPATED FILL DATE: 19 Aug 07

POSITION TITLE AND NUMBER

Logistic Management Specialist
PDNS 70678000, MD #: 1221-621V

UNIT/ACTIVITY AND DUTY LOCATION

JFHQ-J4-CSSAMO, NCARNG
Raleigh, North Carolina

GRADE AND SALARY(Includes Loc Pay of 16.18%)

GS-0640-09 \$ 45,106.00 - \$58,636.00 per annum

EMPLOYMENT STATUS

Excepted Service

WHO CAN APPLY: The area of consideration for this announcement is Statewide. Applications will only be accepted from current employees of the North Carolina National Guard with a permanent Excepted Appointment, current military members of the North Carolina National Guard and individuals who are eligible and willing to enlist in the North Carolina Army National Guard.

HOW TO APPLY: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is **REQUIRED** that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: JFHS-NC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. **NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172/ 6431. Faxed or E-mailed copies will not be accepted.**

QUALIFICATION REQUIREMENT: Must have 24 months specialized experience which demonstrates that the applicant has acquired the below listed KSA's. The application or resume must reflect the required 24 months experience. Education may be substituted for experience when applicable and the appropriate transcripts are submitted with application. In-service placement actions will be considered when applicable.

KNOWLEDGE, SKILLS ABILITIES (KSA'S)

Below are listed the KSA's for this position. Applicants **MUST** address each KSA individually in paragraph format by explaining any civilian and military work experience *(with inclusive dates that reflect 24 months of specialized experience)* that provided that KSA. It is **REQUIRED** that this statement be attached to the application. **Failure to include KSA's with inclusive dates will result in the applicant not being considered for this position.** For more information or assistance, call **1-800-621-4136 ext. 6172/6431.**

1. Knowledge of logistics systems, principles, concepts and methodologies of program management with the ability to perform analytical assignments involving issues with program management and automated systems support.
2. Knowledge of the design of STAMIS systems and their use/relationship to operations and management of logistics programs within the supported units/activities including knowledge of the characteristics of networks and how they interact with serviced STAMIS systems and Automated Logistical Programs.
3. Knowledge of various operating systems, software applications, and database query systems used throughout the serviced applications to be able to install, configure, and troubleshoot software loads and to troubleshoot and identify the cause of reported problems.
4. Knowledge of and skill in implementing automated systems changes effectively ensuring software/interim change packages (SCP/ICPs) are applied in proper order.
5. Knowledge to perform analytical assignments or to study and recommend solutions for a specific concern involving several different issues or problems.

CONDITIONS OF EMPLOYMENT: 1. **Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be on the application. The recommended applicant will not be approved for promotion/reassignment until they occupy a compatible MOS in the NCARNG shown under Military Assignment listed below.** 2. **The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program.**

MILITARY ASSIGNMENT: Assignment to a compatible Enlisted position in the NCARNG is mandatory. (Enl: MOS 25B/F/Y, 63Z, 76J, 88M/N/Z, 89B, 91J, 92A/Y)

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement.

PRINCIPAL DUTIES AND RESPONSIBILITIES: Utilizes an extensive knowledge of logistics programs/operations and a clear understanding of automated systems to manage projects and programs for systems integration of CSS automation. Ensures software/interim change packages (SCP/ICP) are applied in proper order. Coordinates and communicates with the Department of the Army (DA), National Guard Bureau (NGB), and Customer Assistance Office (CAO), Ft Lee, Va. regarding CSS operations and automated systems support, problem resolution, software upgrades and change packages. Assists functional users in automated CSS systems management and operation. Serves as a Systems Administrator for all CSS STAMIS systems and automated logistical programs and as a technical expert within the state/territory is responsible for providing technical and functional guidance for specified STAMIS and Automated Logistical Programs to operators and supervisors. Provides input to supervisor to ensure CSSAMO Standard Operating Procedures (SOPs) are current. Receives trouble tickets and reviews priorities on a weekly and/or monthly basis. Troubleshoots, diagnoses, and resolves technical problems identified in trouble tickets and performs initial setup of specified STAMIS computers to include loading software, configuring modem and network card(s), assigning Internet Protocol (IP) addresses with correct subnet, connectivity to the network, and completing technical inspections. Provides direction and guidance to supported CSS STAMIS users in the submission of automated systems problem reports and/or change proposals. Receives, reviews, consolidates, and accounts for system problem reports and engineer change proposals (ECPs) submitted from supported units/activities to ensure subsequent distribution to National Guard Bureau (NGB). Manages the receipt, review, validation, distribution, and implementation of all CSS software received in the State, ensuring proper installation, testing and evaluation. Oversees the CSS resource library and the retrieval and disposal of CSS software. Analyzes requirements, manages and coordinates STAMIS automation hardware systems and peripherals pertaining to the receipt, distribution, installation and replacement of systems. Installs, tests and evaluates STAMIS systems hardware. Manages the state/territory CSS automation hardware stock controlled exchange (SCX) (aka equipment float) program and ensures accountability of exchanges. Performs organizational and direct support level STAMIS hardware maintenance as required. Determines systemic problems during maintenance of hardware or in the application of software and initiates corrective action as needed. Provides operator level assistance on STAMIS systems and Automated Logistical Programs. Troubleshoots STAMIS systems and Automated Logistical Programs. Coordinates and administers assigned training programs. Provides technical assistance to functional users for start-up and operation of STAMIS systems and Automated Logistical Programs. Serves as the primary point of contact on all CSS automation continuity of operation plan (COOP) development and execution, in the absence of a Logistics Management Specialist. Monitors the state automated CSS system network, determining fault isolation, problem resolution, and performance reporting or coordinates with appropriate office and/or official for resolution. Coordinates with Deputy Chief of Staff Information Management (DCSIM) on identifying, developing, establishing and maintaining CSS systems interfaces with and/or CSS utilization of the Reserve Component Automation System (RCAS) as appropriate. Represents the Supervisor Logistics Management Specialist/Director of Logistics on DCSIM Configuration Control Boards (CCBs). Represents the Director of Logistics for implementing or improving logistical operations through STAMIS systems and Automated Logistical Programs. Serves as primary point of contact for logistical automation projects to include fielding of new equipment and improvements/upgrade to existing STAMIS systems and Automated Logistical Programs. Advises the Supervisory Logistics Management Specialist of Logistics of issues and concerns. Performs other duties as assigned.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

ADDITIONAL INSTRUCTIONS: 1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories: Male or female; American Indian or Alaskan native; Asian or Pacific islander; Black, not of Hispanic origin; Hispanic; white, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 3. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment

INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974

DISTRIBUTION:

A, B, C-2, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1J4-4, J3-3, J1-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1